1. As a project manager, you work with a small team to complete a project in three months. What type of tool would you use to successfully complete this project?

    1 / 1 point

- ○ The highest-rated tool
- ○ A recently created tool
- ○ A more sophisticated tool
- ◉ A simple and straightforward tool

  ✓ Correct

2. What details should be in your project charter? Select all that apply.

    0.8 / 1 point

- ☐ Detailed project plan
- ☑ Scope

  ✓ Correct

- ☑ Project goals

  ✓ Correct

- ☑ Deliverables

  ✓ Correct

- ☑ Stakeholder analysis

  ✗ This should not be selected
    Please review the video on developing a project charter. ↗

3. As a project manager, you receive approval from key stakeholders on the project proposal. What is the next piece of documentation you need to create?

    1 / 1 point

- ○ Project task
- ○ Project measure
- ◉ Project charter
- ○ Project goal

  ✓ Correct

4. In which of the following scenarios does the project manager implement documentation well? Select all that apply.

0.75 / 1 point

☑ A stakeholder talks with two different team members and receives conflicting information on a vendor. They cannot find information about the vendor in the shared document drive.

⊗ This should not be selected
Please review the video on the value of project documentation ↗.

☑ The key stakeholder determines they want to add a feature to the product in development. The project manager includes this update in the project charter and communicates it to the team.

✓ Correct

☐ Because the project manager doesn't have all the project's details, they ask a current team member to onboard the new team member.

☑ The project manager shares the project timeline on a cloud-based document sharing program.

✓ Correct

5. What is a consequence of releasing a new tool to team members before testing it thoroughly?

1 / 1 point

○ The team will communicate with the project manager more often.

○ There will be no negative consequences since the team will adjust to the tool.

○ Team members will give effective feedback and build team morale.

⦿ The team will be hesitant to use the product if there are issues with the tool.

✓ Correct

6. A project manager needs to plan, track, and complete work across many project phases. They also need to visually represent the team's day-to-day tasks. Which type of tool is best for these activities?

1 / 1 point

○ A collaboration tool, such as email

⦿ A work management software, such as Asana

○ A productivity tool, such as Microsoft Word

○ A presentation tool, such as Google Slides

✓ Correct

7. Digital documents, such as Google Docs or Microsoft Word, help a project manager complete what three tasks? Select all that apply.

1 / 1 point

- ☑ Track and review team processes

  ⊘ Correct

- ☐ Chat efficiently with the team
- ☑ Create agendas

  ⊘ Correct

- ☑ Outline project scope and next steps

  ⊘ Correct

8. Collaboration tools allow teammates to do what two tasks? Select all that apply.

1 / 1 point

- ☐ Demonstrate an overview of the project
- ☑ Comment on topics related to the project

  ⊘ Correct

- ☑ Check in with each other efficiently

  ⊘ Correct

- ☐ Visualize the team's progress

9. Fill in the blank: _____ are items you need to help get the project done. They are considered project resources.

1 / 1 point

- ○ Status updates
- ○ Meetings
- ○ Reports
- ◉ Materials

  ⊘ Correct

10. Which of the following options best describes the goals of a project charter?

1 / 1 point

- ○ It is an email that goes out to all team members.

○ It convinces the stakeholders why they need to do the project.

○ It provides a way to reflect on the project.

◉ It defines the project and necessary details.

✓ Correct